

# Long Island Ladies Soccer League Bylaws

## Table of Contents

<b>ARTICLE I</b>	<b>Purpose</b>	<b>1</b>
<b>ARTICLE III</b>	<b>Board Members</b>	<b>1</b>
ARTICLE III	Membership	5
ARTICLE IV	Meetings	6
ARTICLE V	Nominating Committee	7
ARTICLE VI	Special Committees	7
ARTICLE VII	Parliamentary Authority	8

The Long Island Ladies Soccer League (LILSL or the League), is a domestic not-for-profit corporation duly incorporated under §402 of the Not-For-Profit Corporation Law of the State of New York on [ date ], under N.Y.S. DOS I.D #: [ number ]. The Corporation is a corporation as defined in §102(a)(5) of the Not-For-Profit Corporation Law and is a Type “A” corporation under §201 of said law pursuant to the Certificate of Incorporation dated [ date ].

### **ARTICLE I – Purpose**

The purpose of the LILSL is to promote and offer a competitive and safe environment of amateur soccer competition for all women on Long Island, regardless of race, color, religion, sexual orientation or national origin, while promoting sportsmanship and fair play.

### **ARTICLE II – Board Members**

1. The Board shall consist of League Officers, Division Coordinators, and League Administrators (Board Members).
2. The Board Members shall be responsible for the overall operation of the League.
3. All Board members will have one vote, except for the President, who will vote only in the event of a tie.
  - a. All voting at Board meetings must be by written ballot.
  - b. A simple majority of those present carries the vote and/or motion.

4. No League Officer may serve as chairperson of any committee, except for the Vice President who will chair the Nominating Committee and the Arbitration-Appeals Committee.
5. A member of the Board may be granted permission, by the President, to be absent from a scheduled meeting.
6. Any member of the Board who is absent from three (3) consecutive meetings without adequate reason or permission from the President, who fails to discharge their duties or who resigns, may have their office declared vacant by a two-thirds vote of the Board.
7. In the event of any vacancy, a majority of the remaining Board Members may approve the appointment of a person to occupy the position of the vacant directorship until the next Annual General Meeting.
8. No individual team shall have more than three (3) individuals on the Board at any one time.
  
9. League Officers shall be elected by written ballot at the Annual General Meeting in May for a term of one (1) year. Those elected will assume office July 1.
  
10. No person may hold two (2) elected positions of the LILSL.
  
11. Elections:
  - a. League elections will be at the Annual General Meeting in May.
  - b. The Nominating Committee, headed by the Vice President will propose a slate of candidates (see Nominating Committee).
  - c. Written ballots should include space for write-in candidates.
  - d. There will be three (3) ballots: the first ballot for League Officers, the second for Division Coordinators, and the third for League Administrators.
  - e. Prior to voting, write-ins from the floor will be accepted.
  - f. Any person nominated for President must have been a player in the LILSL and completed one full term on the Board.
  - g. All candidates must be present at the Annual General Meeting in May during the General Election.
  - h. All ballots cast at the Annual General Meeting will be counted by a committee made up of four (4) volunteers from the general membership.
  
12. Term of Office:
  - a. League Officers shall be elected by written ballots during the Annual General Meeting in May. The length of the term shall be one (1) year.

- b. Division Coordinators shall be elected by written ballot during the Annual General Meeting in May. The length of the term shall be one (1) year.
- c. League Administrators shall be elected by written ballots during the Annual General Meeting in May. The length of term shall be one (1) year with elections to office being staggered. Five (5) Administrators will be elected each year.

13. Duties and Powers of League Officers:

a. President: The President shall be the executive officer of the League, preside over meeting of the Board, and with the approval of the Board, appoint a chairperson for standing and special committees from among the League Administrators and shall be an ex-officio member of all committees. The President shall have the responsibility for the general management of the League and shall see that all orders and resolutions of the Board are carried into effect. The President shall also have the powers to assign a League Officer who will run or oversee the responsibilities of any League Officer who is unable to perform their duties.

b. Vice President: During the absence or disability of the President, the Vice President shall have all the powers and functions of the President. The Vice President shall be responsible for the overall operation of the specific functions (task, position, duty, activity, or area of business) assigned. The Vice President chairs the Nominating Committee and attends any Committee Meetings that the President is unable to attend. The Vice President shall also chair the Arbitration-Appeals Committee. This Committee shall be comprised of Board members (no more than seven (7) and no less than five (5) members).

c. Secretary:

- I. The Secretary shall attend to all correspondence received by the League and shall draft communications as directed by the Board.
- II. The Secretary shall send reports, notices, and agendas of all meetings of the Board and the League to the proper people and shall keep a complete list of all members and their voting power.
- III. The Secretary shall also record the minutes of all meetings of the Board and of General Meetings.
- IV. The Secretary shall prepare copies of the minutes and maintain a complete reference file of same.
- V. The Secretary shall also be responsible for the counting of the ballots at the Board meetings. The ballots will be counted with the assistance of one (1) Administrator and one (1) Coordinator.

- VI. All mailings, as directed, must be sent to every member of the Board and listed team representatives.
- VII. The Secretary will be given an allowance of \$200.00 per season for supplies.

d. Treasurer:

- i. The Treasurer shall be the League Officer responsible for the League finances. In performing his/her functions, he/she shall be the administrator of the League checking account and savings account.
- ii. The Treasurer shall report at each Board Meeting, in writing, on the state of the League finances.
- iii. The Treasurer shall keep accurate and complete records of all financial transactions in accordance with recognized accounting procedures.
- iv. The Treasurer shall enforce league rules and procedure regarding fiscal matters.
- v. The Treasurer shall prepare the annual budget for presentation and approval by the team representatives at the May Annual General Meeting.
- vi. The Treasurer shall prepare all pertinent records for audit to the finance committee.
- vii. At the Board Meeting following the end of registration, an itemized financial statement must be presented.

14. Duties and Powers of League Administrators:

a. Registrar:

- i. The Registrar shall keep all registration records, duplicate passes, and proof of age of every player.
- ii. The Registrar sends copies of registration rosters and late registration rosters to every Division Coordinator.
- iii. Coordinate the seasonal registration.
- iv. Shall serve and advise the Membership Committee.
- v. At a Board Meeting following the end of registration, a report of the League membership shall be given.
- vi. The Registrar will be given a telephone allowance of \$200.00 per season. Any additional funds to be allotted must be accompanied by an itemized statement covering the original \$200.00 plus any additional expenses.
- vii. The Registrar is responsible for the lamination machine and the necessary supplies for the machine.
- viii. The Registrar will be responsible for directing a meeting of Division Coordinators prior to each new season. At this meeting, The Registrar and Division Coordinators will review prior season standings and establish new divisions.

b. Referee Scheduler:

- i. Shall oversee the scheduling of referees for all scheduled games.

- ii. Shall be available for team representative's calls when there is no referee scheduled by 9:00 p.m. Thursday evening, prior to the game.
- iii. Shall receive and maintain referee evaluations and keep track of teams not sending in reports and assess fines for such.
- iv. Shall keep on file all sportsmanship evaluations and keep track of teams not sending in reports and assess fines for such.
- v. Will serve on Sportsmanship Committee.
- vi. Will make available all reports and evaluations for the Chairperson of the Arbitration-Appeals committee.

c. Game Scheduler:

- i. Will be responsible to arrange the schedule of play for the League.
- ii. Will keep a record of field conflicts between teams.

15. Duties and Powers of Division Coordinator:

- i. A Division Coordinator is the direct link between the teams and the Board.
- ii. Any new Division Coordinator should be scheduled to work with an experienced Division Coordinator.
- iii. The Division Coordinator is responsible for keeping the teams in his/her division informed and getting input from the teams he/she represents.
- iv. Division Coordinators must receive scores and keep division standings.
- v. Division Coordinators must be available to solve problems and answer questions from the member teams.

### ARTICLE III - MEMBERSHIP

1. Registration:

A person wishing to become a member of the LILSL, hereinafter referred to as the "League", for the purpose of joining a team or individual play, must register on the designated date.

A group wishing to become a member of the LILSL, hereinafter referred to as the "League", for the purpose of becoming a team, must register on the designated date.

2. Regulatory Material:

Each team and player, upon being accepted as a member of the League, shall be made available a copy of the Constitution, Bylaws, and Rules & Regulations of the League.

3. Suspend from Membership:
  - a. The Board may, at its discretion, suspend from membership or expel any individual or team who:
    - i. Willfully refuses or neglects to fulfill any of its obligations as a member, or violates any of the provisions of the Constitution, Bylaws, Rule & Regulations and Procedures of the League.
    - ii. Have committed any act which is inconsistent with the principles and standards of good sportsmanship and fair play.
  - b. Such action shall require a two-thirds vote of the Board of Directors.
  - c. A member shall have an opportunity to show cause why such action should not be taken.
4. Reinstate a member:

The Board may reinstate a member or a team who has been suspended or expelled from the League by a two-thirds vote.

## ARTICLE IV – Meetings

**Any team that fails to attend the Annual General Meeting and/or Registration Meeting will be fined \$100.00. If an imposed fine is not paid, the team will not be able to register for the season.**

1. Annual General Meeting:
  - a. There shall be an Annual General Meeting each year in May. The date for the meeting will be determined by the Board. Notification of the date and a proposed agenda shall be given to member teams at least fourteen (14) days in advance.
  - b. **Any rules or Bylaw changes or amendments must be discussed at the Annual General Meeting.**
  - c. Registration material for the fall season will be distributed at the Annual General Meeting.
2. Special General Meeting:
  - a. Special General Meetings may be called by the President or upon request of a majority of the Board or by petition in writing of 25% of member teams. The President, when so directed, shall schedule said meeting between the 7<sup>th</sup> and 14<sup>th</sup> day following receipt of such petition.
  - b. Member teams shall be given seven (7) days written notice of a Special General Meeting.
  - c. An Emergency Board Meeting may be called by the President and will be conducted for the sole purpose that the meeting was called for. NO other business will be discussed, and a majority will constitute a quorum to be able to vote.
3. Quorum:
  - a. Twenty-five (25) percent of the voting power of the League shall constitute a quorum for the transaction of business of any General Meeting.
4. Passage of Motions:

- a. A majority of those voting, a quorum being present, shall be required for passage of motions at a General Meeting.
- b. Those motions affecting a change of parliamentary law, the Constitution, or Bylaws of the League, requires a 2/3 majority vote.

## **ARTICLE V – Nominating Committee**

1. The Nominating Committee shall consist of seven (7) people and shall, as scheduled, nominate candidates for the election to the positions of League Officers and Board members.
2. The Chairperson of the Nominating Committee shall be the Vice President.
3. Six (6) members shall be appointed from the General Membership by the President with approval from the Vice President.
4. To ensure widespread representation, no more than one person from any one team, or community, shall serve at one time.
5. Nominating Committee members shall serve for a one (1) year term.
6. A quorum shall exist when four (4) members of the Committee are present at a Nominating Committee meeting.
7. The Nominating Committee shall manage all matters pertaining to the nomination of candidates for the Board.
8. It shall notify the Board members and both team representatives of member teams, eight (8) weeks prior to the Annual General Meeting that recommendations for candidates to the Board will be accepted by the Committee, up until six (6) weeks prior to the Annual General Meeting.
9. It shall establish a system, with the assistance and approval of the Board, to receive such recommendations from the membership.
10. It shall establish procedures for nominations from the General Membership and shall establish election procedures with the assistance approval of the Board.

## **ARTICLE VI – Special Committees**

1. Standing Committees
  - a. Rules & Regulations Committee
  - b. Sportsmanship Committee
  - c. Membership Committee
  - d. Nominating Committee
  - e. Publicity Committee
  - f. Finance Committee
  - g. Arbitration-Appeals Committee
  - h. Scholarship Committee
  - i. Tournament Committee
2. Special Committees shall be appointed by the President with the assistance and approval of the Board.
3. Additional Standing Committees may be created by the Board if deemed necessary.

4. Chairpersons of all committees must submit, for Board approval, an outline of their committee procedures for use in upcoming seasons.
5. These procedures must be submitted at the Board meeting following his/her appointment as Chairperson. The Board reserves the right to approve or disapprove, grant or deny, any and all proposals, plans, requests and suggestions submitted by any and all Standing Committees or Special Committees not specifically described in the Bylaws and Rules and Regulations of the League.
6. Finance Committee shall assist the Treasurer with:
  - a. Upcoming budgets and reports.
  - b. Procedures for purchasing supplies.
  - c. Shall receive and review audit submitted by the Treasurer.

## **ARTICLE VII – Parliamentary Authority**

1. Rules of Order – Roberts Rules of Order shall be the Parliamentary Authority for all matters of procedure not specifically covered by the Constitution, Bylaws, or Rules and Regulations of the League.
2. Order of Business – the order of business of all meetings, except the Annual General and Special General Meetings shall be:
  - a. Minutes
  - b. Communications
  - c. Reports of League Officers, League Administrators, Division Coordinators and Standing Committees
  - d. Reports of Special Committees
  - e. Unfinished business
  - f. Finance report